TRINITY PRESBYTERIAN CHURCH OF BERWYN

*We're hiring*

# Office Administrator

**Part time · 30 hours a week** | **Berwyn, PA**

Trinity is looking for an organized, detail minded Office Administrator to keep our church office, finances, and weekly communications running smoothly. If you enjoy balancing the books on Tuesday and polishing the bulletin on Thursday, we would love to meet you.

## What you'll do

### FINANCE

- Handle the church's day to day bookkeeping
- Manage payments and expense reimbursements
- Record giving and support donor records
- Work with the Treasurer to keep financial records accurate and current

### COMMUNICATIONS

- Prepare the weekly worship bulletin
- Create slides for Sunday worship
- Write and send the weekly email newsletter
- Design graphics for slides, ads, and social media posts
- Keep the church and website calendars current

### OFFICE AND ADMINISTRATION

- Answer calls and emails, directing people to the right team
- Provide office coverage and support the pastor and staff
- Track clearances for staff and volunteers
- Order and maintain office supplies

## What you'll bring

- Bookkeeping experience and comfort with accounting software
- Accuracy with numbers and careful record keeping
- Strong writing and proofreading skills
- Working knowledge of Microsoft Office or equivalent, Canva, and multimedia apps
- Comfort with social media and website updates
- A warm, welcoming manner on the phone and in person
- Discretion with financial and confidential information
- Church office experience is a plus, not a must

| HOURS | COMPENSATION | LOCATION |
|---|---|---|
| **30 per week** | **Commensurate with experience** | **640 Berwyn Avenue** |

## How to apply

Send a cover letter and résumé to the Personnel Committee at **Personnel@trinityberwyn.com**. Applications are reviewed as they arrive. Questions? Call the church office at **610.644.0932**. The successful candidate will complete a background check and Pennsylvania clearances.